

# Higher Education Special Consideration Request Form



## STUDENT INFORMATION

Surname		Given Name/s	
Student No.		Email	

## UNIT INFORMATION

Unit Code		Unit Name	
Educators Name			
Assessment Task No		Weighting %	
Is this a Hurdle Assessment Task?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you already received an extension or deferral for this assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## GROUNDINGS FOR SPECIAL CONSIDERATION

Please indicate your reason for requesting a special consideration.

Short term illness	<input type="checkbox"/>
Hardship or Trauma	<input type="checkbox"/>
Bereavement	<input type="checkbox"/>
Hardship	<input type="checkbox"/>
Trauma	<input type="checkbox"/>
Family breakdown	<input type="checkbox"/>
Sudden loss of income,	<input type="checkbox"/>
Victim of crime / Sexual harm	<input type="checkbox"/>
Unexpected carer responsibilities	<input type="checkbox"/>
Unexpected events or accidents	<input type="checkbox"/>
Unscheduled or unexpected Defence Force and National Service commitments	<input type="checkbox"/>
Unscheduled or unexpected elite athlete obligations	<input type="checkbox"/>
Emergency services situations, such as unscheduled or unexpected SES call-outs	<input type="checkbox"/>
Unscheduled/unexpected religious observance and special cultural and religious considerations	<input type="checkbox"/>
Unscheduled or unexpected jury service, certain court appearances	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Student Statement:  
(insert text here)

## SUBMISSION AND NOTIFICATION OF OUTCOME

Submit your application to: [Highered@tafeqld.edu.au](mailto:Highered@tafeqld.edu.au) Once your application has been submitted, it is reviewed and directed to the Course Coordinator for a decision. You can normally expect a decision via email, **within seven (7) working days.**

## APPLICANT DECLARATION

If under the age of 18 years, this application must be signed by a parent/guardian. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student Signature		Date	
Parent/Guardian's name (If student is under 18 years)			

Parent/Guardian's Signature (If student is under 18 years)		Date	
<b>OFFICE USE ONLY – not for student distribution</b> <b>(Student to be notified within 7 working days of the reviewed decision)</b>			
Date application received:			
Processed By:		Date:	
Student number:			
Student name:			
Supporting information:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of assessment:	<input type="checkbox"/> Exam <input type="checkbox"/> Assignment <input type="checkbox"/> Clinical/simulation <input type="checkbox"/> other		
Course Coordinator Name:		Date Notified:	/ /
Student notified of decision:	/ /		
Administrator's name:			
Date:	/ /		

COURSE COORDIANATOR DECISION		
Granted	Recommend no change to the mark for the assessment item.	<input type="checkbox"/>
	Recommend hold application until the end of the semester to assess if a change of grade is warranted for the Unit of Study as a whole.	<input type="checkbox"/>
	Recommend a change of grade be awarded for the Unit of Study as a whole.	<input type="checkbox"/>
	Recommend a change to the mark of no more than ten percent (10%) mark increase for the assessment. A passing grade is not guaranteed by the granting of special consideration.	<input type="checkbox"/>
	Resubmission of the original Assessment Task (this applies only where the original Assessment Task was a written assignment, such as completion of an essay, report, review, clinical observation report etc.).	<input type="checkbox"/>
	Removal of any late submission penalty	<input type="checkbox"/>
Not Granted	Reject application on the grounds of late submission.	<input type="checkbox"/>
	Reject application on the grounds of inadequate documentation provided.	<input type="checkbox"/>
	Another form of appropriate concession, such as an extension of time, reasonable adjustment; deferral of examination has already been awarded for the same individual Assessment Task.	<input type="checkbox"/>
	The student has achieved, in the individual Assessment Task for which Special Consideration is sought, a result consistent with their level of achievement in other assessment tasks.	<input type="checkbox"/>
	Reject application as the circumstances are not significant enough to warrant consideration.	<input type="checkbox"/>
	Other:	<input type="checkbox"/>
<i>Comments for either the student and / or the Unit Convenor</i>		
Signature:		Date: / /